



**POLITECNICO**  
MILANO 1863

## Guidelines for the preparation of the portfolio

### For study programmes:

Architecture and Urban Design  
Architecture: Build Environment Interiors  
Architecture - Building Architecture  
Architectural Design and History  
Landscape architecture. Land Landscape Heritage  
Sustainable Architecture and Landscape Design  
Urban Planning and Policy Design

How to present the portfolio:

In accordance with the Educational Rules, candidates must specify whether:

- i. You're submitting the portfolio for the first time
- ii. You're submitting an integration of a portfolio already valued

Students who have applied for admission in previous sessions can submit the same portfolio and **confirm the score** already got, specifying in the "notes" section:

"I confirm the evaluation of the portfolio got in the ... semester of the a.y ... "

Students who **want to integrate a portfolio** valued in previous semesters must submit again the valued portfolio, adding a specific section as follow:

"Integration of portfolio valuated in the ... semester of the a.y ..."

The available memory is 20MB: use suitable programs that allow compliance this limit while maintaining graphics quality (e.g. Acrobat professional). Upload in format PDF.

The portfolio, in A4 horizontal and with a number of pages between 25 and 30, must be so compound:

- **Cover**, with:
  - Personal data
  - Study title
  - Degree Programme of application
  - Semester access
- **Inside-front cover**, with:
  - Complete index (as in the example, page 5)
- **Content**, as follows:

The portfolio is the tool that allows the evaluation commission to assign the score that bridges the difference that exists between the weighted average of the votes obtained during the Bachelor's Degree and the minimum threshold value useful to be eligible for admission to the Master's Degree (currently fixed at 100 points).

The Commission shall make its assessment from the weighted and calculated **AVERAGE OF GRADES** at the end of Bachelor of Science. For students who are about to graduate, average is calculated on the exams recorded at the time of assessment. To this **base score** is added the score given to the portfolio, which can reach a maximum of **40 points** so assigned:

## 1. Educational path: up to 20 points

Architecture (LM-4)	<p>It's important to make it clear and put the examining board in a position to understand how the candidate selects the proposed works. It is, for example, necessary to choose a theme, which is considered interesting, and to organize a presentation that places the experiences in a broader framework. It's good to work out a cover page where you highlight:</p> <ul style="list-style-type: none"> <li>- The theme or the interpretive tail</li> <li>- Why you chose it</li> <li>- Which are the projects in the portfolio that explain that choice</li> </ul> <p>if the portfolio is set according to other criteria than those indicated above, the committee should be able to grasp the meaning and purpose of the selection done. The graphic setting and the correctness of the texts are fundamental to facilitate the committee in understanding and reading the documents produced. It's important to present the works following the index given below, in a logical order. For example, an effective method can be to choose a different colour to distinguish the different parts and insert a chromatic reference to each page: in this way it is immediately possible to distinguish the different parts: the training course, professional experiences and training.</p> <p>The commission assesses the number and quality of the selected project experiences, as well as the coherence with the identified theme. It is important to select the most significant project experiences developed within the studios, which must be reviewed in order to make them consistent with the chosen thematic approach. Particular attention shall be paid to the argumentative and to the exhibition quality. The texts must be concise, clear and correct, and the information complete. Eg. as regards the Educational training, when you present elaborate products in courses and studios it must be indicated: the academic year, the name of the course, the reference teachers and the name and surname of any member of the group if the work is not exclusively individual.</p>
Landscape (LM-3)	<p>The purpose of the portfolio is to allow the committee a qualitative evaluation of the aptitude and the interest to take the degree program. Considering the possible origin of students from different Bachelor's degrees, some of which are less based on projects and more on other technical or humanistic teachings, the portfolio may contain both kind of works.</p> <p>Similarly, extracurricular paths (properly documented and certified) may concern activities like projects as well as care, landscape and environmental management (for example activities with public and private bodies caring for parks and monuments, nature sites etc... ).</p> <p>The care in the editing of the portfolio is a fundamental aspect for its evaluation: only a well-composed elaboration allows the examining board to understand its logic and to read correctly the portfolio. It is therefore necessary to follow the index, which must be structured in clear and logical order. It is important to select the best and most significant projects during the training, taking care of the quality and their effective readability.</p> <p>To structure the portfolio, an effective method can be to insert a different chromatic reference for the pages of each section, to get recognizable all the different parts of the document.</p> <p>The texts must be concise and correct, and the information complete. For example, when you present documents relating to the training trail produced in courses and studios, it must be indicated: the academic year, the title of the course, the/ the teachers of reference and the name and surname of any members of the group if the work is not exclusively individual.</p>
Urban Planning and Policy Design (LM-48)	<p>The care in the editing of the portfolio is a fundamental aspect for its evaluation: only a well-composed elaboration allows the examining board to understand its logic and to read correctly the portfolio. It is therefore necessary to follow the index, which must be structured in clear and logical order. It is important to select the best and most significant projects during the training, taking care of the quality and their effective readability.</p> <p>To structure the portfolio, an effective method can be to insert a different chromatic reference for the pages of each section, to get recognizable all the different parts of the document.</p> <p>The texts must be concise and correct, and the information complete. For example, when you present documents relating to the training trail produced in courses and studios, it must be indicated: the academic year, the title of the course, the/ the teachers of reference and the name and surname of any members of the group if the work is not exclusively individual.</p>

## 2. Professional Experiences: up to 10 points

### What **NOT TO** insert:

- Experiences that are already part of the regular training trail, such as experiences abroad (e.g. Erasmus internship or Erasmus project) or curricular internship
- Professional experiences that deviate from your study path
- Experiences dated back to a period prior to your university path
- Single courses or Master's Degree courses as supernumerary got earlier than the evaluation request

### What you can insert:

- Experiences that, starting from the curricular path, have led to insights and/or to works that **differentiate** and **extend** academic training, carried out during or after university

However, everything must necessarily be **certified and documented**, for example:

- Optional internship: letter with **signature and stamp** of the company tutor, in which the temporal entity of the commitment is highlighted; short (mandatory) report of the candidate and, if possible, technical tables illustrating the work done
- Collaborations with companies and professional experiences coherent with your study trail: letter with **signature and stamp** of the manager in which it is specified the time span of the commitment; short (mandatory) report of the candidate and technical tables, where possible, that illustrate the work done.

The extra-curricular nature of the professional activities submitted to the committee must be clarified. The commission is not required to evaluate experiences that are not properly described and certified, of which the extra-curricular nature is not evident.

## 3. Educational experiences: up to 10 points

### What **NOT TO** insert:

- Experiences that are already part of the regular training trail and have been already used in the study plan to get credits
- Experiences that deviate from your study path
- Experiences dated back to a period prior to your university path
- Single courses or Master's Degree courses as supernumerary got earlier than the evaluation request

### What you can insert:

As in the case of professional experience, the committee is required to assess only the experience training carried out during the university trail, only if **certified and documented with a short, written report of the candidate and a certificate of attendance** issued by the organization, for instance:

- conferences and seminars
- workshops
- life-long learning

Even in this case, the temporal span and the extra-curricular character of the training experience carried out must be specified.

Cover and index examples as requested by the Commissions follow:

Specify only the Degree Programme you want to enrol to

(Cover)

**Master's Degree Programme** (specify the programme you're applying to)

- Intake (specify if September or February)

First presentation	
Integration of the portfolio presented for the admission	

The portfolio is presented for the first time

The portfolio should be fully presented again: it replaces the one already evaluated in previous semesters. Additions to the previous portfolio should be clearly highlighted.

Matricula number (if a Polimi student) \_\_\_\_\_  
 Surname, Name \_\_\_\_\_  
 Place/date of birth \_\_\_\_\_  
 Graduated/graduand in \_\_\_\_\_  
 From the School \_\_\_\_\_  
 At the University of \_\_\_\_\_

Indice

Compilare obbligatoriamente questo indice, rispettando le informazioni richieste, utili alla valutazione

**Lavori inerenti la carriera universitaria**

- Laboratorio di ..... a.a. .... Prof. ....
- Laboratorio di ..... a.a. .... Prof. ....
- ...

Distinguere le attività curriculari da quelle extra-curriculari. **Le certificazioni delle attività curriculari NON devono essere inserite ma solo segnalate in questo indice**

**Certificati e documenti di attività di tirocinio o professionali**

- Tirocinio curriculare svolto presso ..... data di inizio ..... data di fine ..... durata in ore ..... convalidato il .....
- Tirocinio extracurriculare svolto presso ..... data di inizio ..... data di fine ..... durata in ore .....
- .....

**Certificati e documenti relativi ad attività di ricerca o formazione**

**- Attività a libera scelta curriculari:**

- Workshop ..... Docente ..... periodo ..... convalidato il .....
- Workshop ..... Docente ..... periodo ..... convalidato il .....

**- Attività extra-curriculari:**

- Workshop ..... Docente ..... data di inizio ..... data di fine ..... durata in ore .....
- Corso di ..... presso ..... data di inizio ..... data di fine ..... durata in ore .....
- Master in ..... presso ..... periodo .....